



RECORDS RETENTION SCHEDULE

County Judge/Executive



Prepared by
LOCAL RECORDS BRANCH
Public Records Division
Kentucky Department for Libraries and Archives

Printed with State Funds

RECORDS RETENTION SCHEDULE

Signature Page

County Judge/Executive

Agency

Schedule Date

Unit

Change Date

9/13/90
Date Approved by Commission

APPROVALS

The undersigned approve of the following Records Retention Schedule or Change:

Agency Head

Date of Approval

Agency Records Officer

Date of Approval

Richard M. Widney
State Archivist and Records Administrator
Director, Public Records Division

9/12/90

Date of Approval

[Signature]
Chairman, Archives and Records Commission

9-14-90

Date of Approval

The undersigned Public Records Division staff have examined the record items and recommend the disposition as shown:

Gerald Thompson
Records Analyst/Regional Administrator

8/31/1990

Date of Approval

[Signature]
Appraisal Archivist

8/31/90

Date of Approval

Darrell Gubart
State/Local Records Branch Manager

8/31/1990

Date of Approval

The determination as set forth meets with my approval.

Bpt Battage by Regina Grubb
Auditor of Public Accounts

9/11/90

Date of Approval

RECORDS RETENTION SCHEDULE

A1

COUNTY JUDGE/EXECUTIVE

STATE ARCHIVES AND RECORDS COMMISSION
Public Records Division
Kentucky Department for Libraries and Archives

Schedule Date: December 08, 1988

Series No.	Record Title and Description	Retain at Agency (Years)	Disposition Instructions
L2251	Public Properties Corporation Files	I	Destroy when no longer
L2252	Annual Report to Secretary of State -- to Secretary of State	1	Destroy
L2253	Official Statement of Bond Issue	I	Retain the duration of the bond issue, then destroy.
L2254	Annual Inspection Instrument for Jails (V)	I	Destroy one year after compliance with report.
L2255	Jailer's Quarterly Report to Fiscal Court	1	Destroy
L2259	Administrative Code (V)	P	Retain permanently.
L2261	Expenditure Budget Report	3	Destroy after audit
L2262	Condition of General Expense Fund Appropriation Allotments	3	Destroy after audit.
L2269	Annual Financial Statement	P	Retain permanently.
L2273	Current Earnings/Benefit Report	I	Destroy 3 years after termination and audit.
L2277	Individual Driver Questionnaire	I	Destroy upon termination of employment.
L2278	Hazardous Waste Annual Report for Small Quantity Generators	3	Destroy.
L2279	Hazardous Waste Generator Annual Report	3	Destroy
L2280	Solid Waste Plan (V)	P	Retain permanently.

C = Confidential Record I = Indefinite P = Permanent V = Vital Record

RECORDS RETENTION SCHEDULE

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COUNTY JUDGE/EXECUTIVE

STATE ARCHIVES AND RECORDS COMMISSION
Public Records Division
Kentucky Department for Libraries and Archives

Schedule Date: December 08, 1988

Series No.	Record Title and Description	Retain at Agency (Years)	Disposition Instructions
L2281	Civil Defense Plan	I	Destroy individual documents as superceded and entire plan every 2 years.
L2282	Petitions for Road Name Change	1	Destroy.
L2283	Local Government Economic Assistance Fund Project File	I	Destroy 5 years after final expenditure and audit.
L2284	Annual Use Report for Local Government Economic Assistance Fund	I	Destroy 5 years after final expenditure and audit.
L2285	Area Development District Grant Project File	I	Destroy 5 years after completion of project and
L2286	Monthly Report of Dog License Sold	3	Destroy after audit.
L2287	Yearly Report of Dog License Sold	3	Destroy after audit.
L2288	Animal Adoptions	1	Destroy.
L2293	Proposal for Services	I	Destroy unsuccessful bidders when contract is let. Keep successful bidder until project completed.
L2294	Public Notices-Bids	5	Destroy after completion of contract and audit.
L2767	Building and Electrical Inspection File Change Date: 9/13/1990 (V)	I	Destroy five years after the job has been completed and the file has been audited provided no litigation is in

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